

COLLIN COUNTY DISTRICT CLERK RECORD REQUEST FORM



Andrea Stroh Thompson
 2100 Bloomdale Rd Suite 12132
 McKinney, TX 75071
 Phone: 972-548-4320
 Metro: 972-424-1460 ext. 4320

Mailing Address:
 PO Box 578
 McKinney TX 75070

- If you do not know the cause number and/or pleading you are requesting, this office must perform a search. There is a \$5.00 fee payable before a record search will be done.
- Copies are \$1.00 per page.
- Payments are to be made by check, cash or money order made payable to Collin County District Clerk
- Please allow up to 10 business days for your request to be completed. (However, normal completion time is 2-3 days)

Name: _____ Date: _____

Address _____ Phone: _____

City, State, Zip: _____

Please mark all that apply: **Check*:** **Cash:**

<input type="checkbox"/>	Copy \$1.00 Per page / certified or not certified	*If paid by check please include the following
<input type="checkbox"/>	Mail Back—Include Postage Paid Envelope	DL Number:
<input type="checkbox"/>	Will Pick Up	Date of Birth:
<input type="checkbox"/>	Exemplified Certified \$5 plus \$1 per page if copied	Expiration Date of D.L.:

Case Number: _____ **Party/Litigant Names:** _____
Estimated Filed Date: _____

Date:	Title of Document
Date:	Title of Document
Date:	Title of Document
Date:	Title of Document
Date:	Title of Document
Date:	Title of Document
Date:	Title of Document
Date:	Title of Document
Date:	Title of Document

FOR CLERKS USE ONLY	
Record Search Done \$5 Fee	Yes No
Unable to process, contacted Requestor:	
Date Completed:	Clerk:
Total Charged:	
Mailed:	Picked up:

Do Not Write in this Space